

CY 2011 OPERATING FUND
PROCESSING INFORMATION
CONFERENCE CALL

Thursday, June 23, 2011
1:30pm

Conference call Ph # (800) 811-7385

Conference ID # 77067078

Operating Subsidy Data Collection CY2011

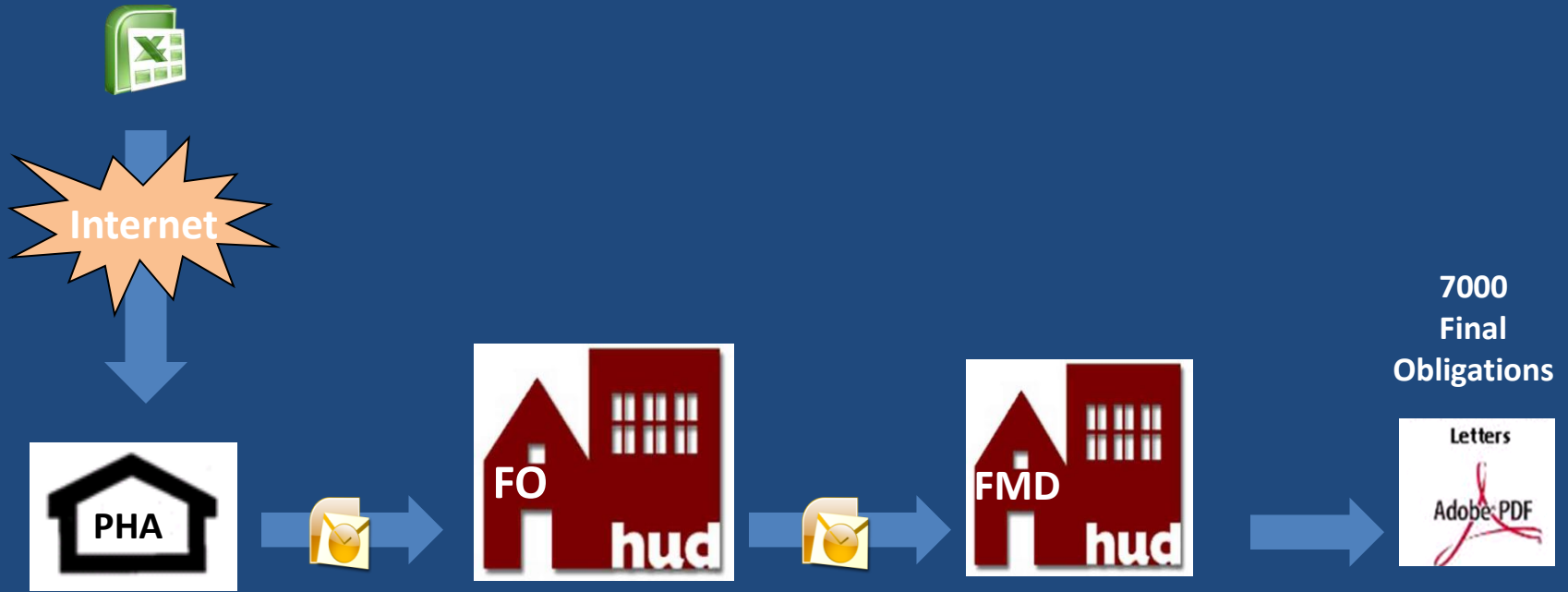
- Excel Tool electronic forms will be used to collect funding data for CY2011
- HUD-52723, Calculation of Operating Subsidy Form
- HUD-52722, Calculation of Utilities Expense Level
- PHAs will submit electronic forms for both HUD-52723 and HUD-52722

Operating Subsidy Data Collection CY2011

| PHA OPERATING FUND SUBMISSION SCHEDULE 2011 | Dates |
|--|--------------|
| HUD forms HUD-52723 and HUD-52722 available to PHAs | 6/10 - 14 |
| Forms due from PHAs to FOs | 7/22 |
| Final Obligations based on Actual Eligibility for Oct. through Dec. | 9/30 |

Operating Subsidy Data Collection Process 2011

PHA HUD-
52723 and
HUD-52722
Excel Tools



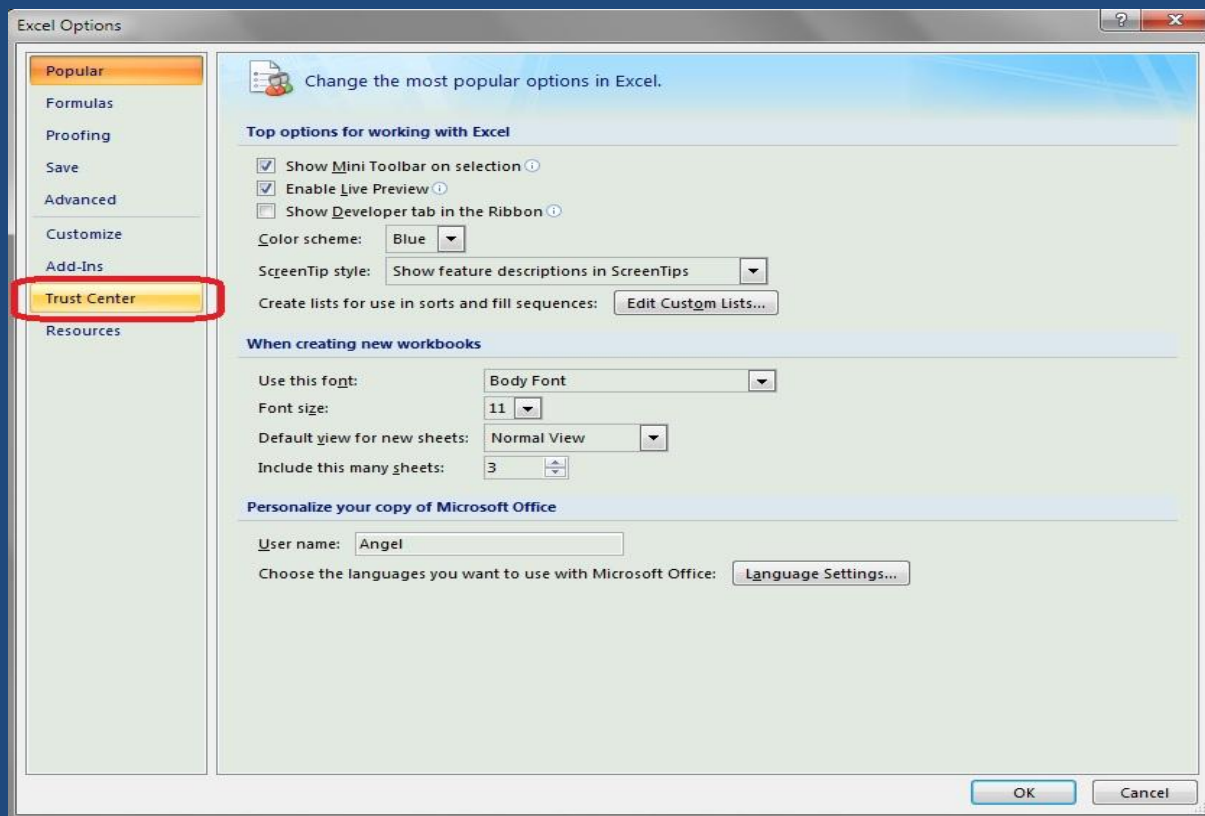
Operating Subsidy Data Collection Process 2011

- PHA HUD-52723 and HUD-52722 forms are located at
http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/am/of/opfnd2011
- Detailed User Guides for both forms are available at the same location
- User Guides describe how to download forms and how the forms work.
- Electronic forms must be saved to your hard drive to function properly.

- All Excel forms are in the Excel 2007 format and MUST be completed and returned in the same format.
- PHAs may use IT fees funding to purchase and download Excel 2007 or 2010 online for immediate use.

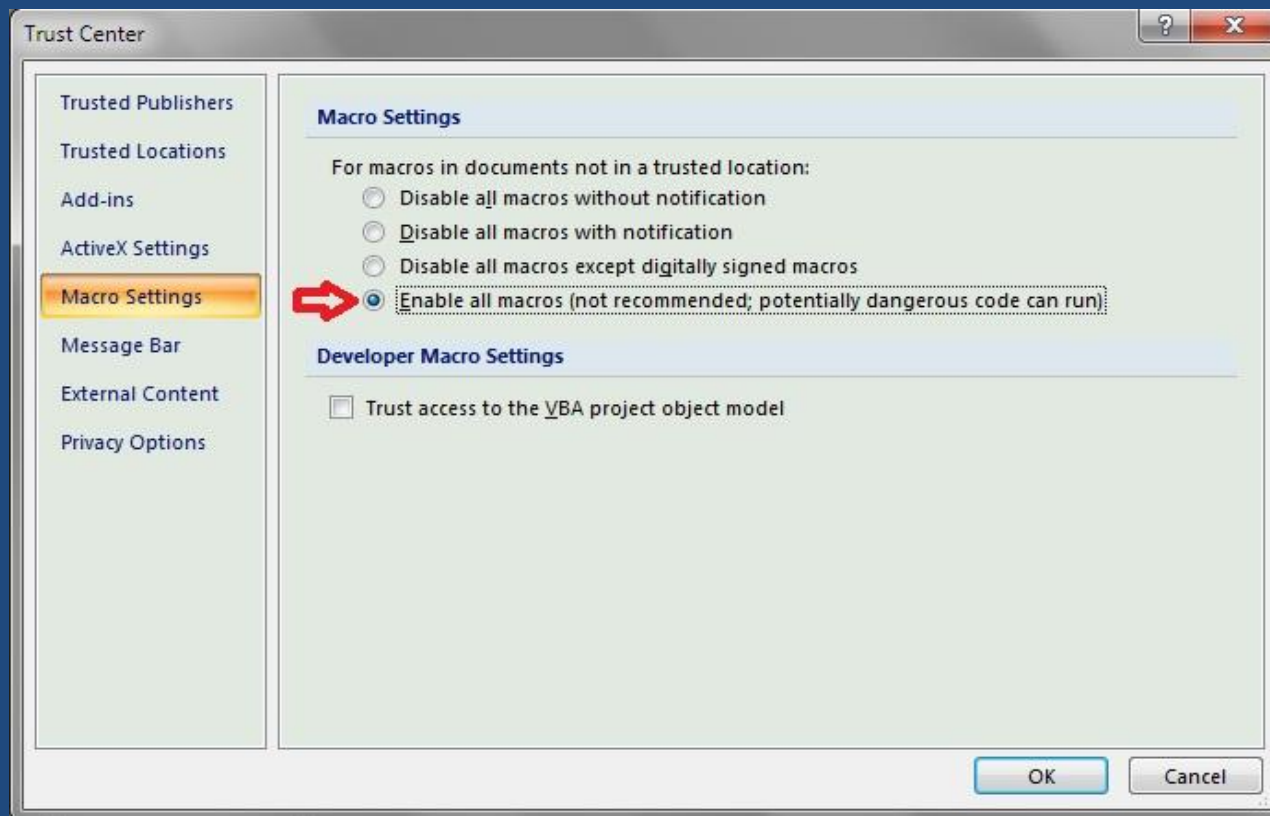
Operating Subsidy Data Collection Process 2011

- Go to Excel Options then the Trust Center



Operating Subsidy Data Collection Process 2011

Enable Macros:



Operating Subsidy Data Collection Process 2011

Entering data in the HUD-52723:

Black cells are not used in form subsidy calculation and can not be edited.

| Categorization of Unit Months: | | | | | | |
|--------------------------------|--|---|---|---|---|---|
| Occupied Unit Months | | | | | | |
| 01 | Occupied dwelling units -- by public housing eligible family under lease | 0 | 0 | 0 | 0 | 0 |
| 02 | Occupied dwelling units -- by PHA employee, police officer, or other security personnel who is not otherwise eligible for public housing | 0 | 0 | | 0 | 0 |

Yellow cells are open for input of PHA data

Orange cells are calculated and locked to prevent PHA data entry

Operating Subsidy Data Collection Process 2011

Microsoft Excel - AL004.xls

File Edit Window Help XL Email Manager

Type a question for help

| | | | | | | | | | | |
|----|--|--|--|--|--|--|--|--|--|--|
| 1 | | | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | Operating Fund | | | | | U.S. Department of Housing and | | | | |
| 4 | Calculation of Operating Subsidy | | | | | Urban Development | | | | |
| 5 | PHA-Owned Rental Housing | | | | | Office of Public and Indian Housing | | | | |
| 6 | OMB Approval No. 2577-0029 (exp. 10/31/2008) | | | | | | | | | |
| 7 | Public Reporting Burden for this collection of information is estimated to average .75 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 9(a) of the U.S. Housing Act of 1937, as amended, and by 24 CFR Part 990 HUD regulations. HUD makes payments for the operation and maintenance of low-income housing projects to PHAs/projects. The Operating Fund determines the amount of operating subsidy to be paid to PHAs/projects. PHAs/projects provide information on the Project Expense Level (PEL), Utilities Expense Level (UEL), Other Formula Expenses (Add-ons) and Formula Income – the major Operating Fund obligated for the Funding Period to each PHA/project based on the appropriation by Congress. HUD also uses the information as the basis for requesting annual appropriations from Congress. Responses to the collection of information are required to obtain a benefit. The information requested does not lend itself to | | | | | | | | | |
| 8 | | | | | | | | | | |
| 9 | | | | | | | | | | |
| 10 | Enter Total Number of ACC Units for this PHA > > 748 | | | | | | | | | |
| 11 | Section 1 | | | | | | | | | |

| Section 2 | | | | | | | |
|---|--|-------------------------|------------------------|--|----------------------------|--|----------|
| Calculation of ACC Units for 12-month period from July 1 to June 30 that is prior to the first day of the Funding Period: | | | | | | | |
| | | ACC Units on 7/1/2009 | Units Added to ACC (+) | Units Deleted from ACC (-) | ACC Units on 6/30/2010 (=) | | |
| Requested by PHA | | 73 | | | 73 | | |
| HUD Modifications | | | | | | | |
| Line No. | Category | Column A Unit Months | | Column B Eligible Unit Months (EUMs) | | Column C Resident Participation Unit Months | |
| | | Req'd by PHA | HUD Mod. | Req'd by PHA | HUD Mod. | Req'd by PHA | HUD Mod. |
| Categorization of Unit Months: | | | | | | | |
| Occupied Unit Months | | | | | | | |
| | | | | <input checked="" type="checkbox"/> First of Month | | | |
| | | | | <input type="checkbox"/> Last of Month | | | |
| 01 | Occupied dwelling units -- by public housing eligible family under lease | 775 | | 775 | | 775 | |

Operating Subsidy Data Collection Process 2011

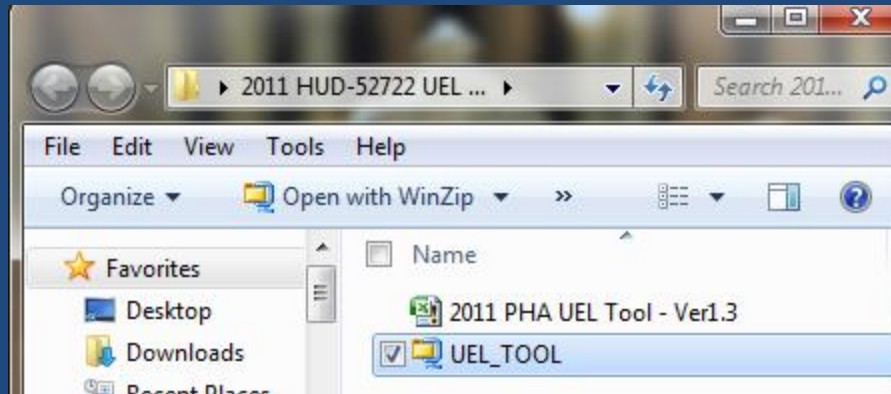
| Section 3 | | | |
|--------------------------------------|--|------------------|-------------------|
| Line No. | Description | Requested by PHA | HUD Modifications |
| Part A. Formula Expenses | | | |
| Project Expense Level (PEL) | | | |
| 01 | PUM project expense level (PEL) | \$494.67 | |
| 02 | Inflation factor | 1.03200 | |
| 03 | PUM inflated PEL (Part A, Line 01 times Line 02) | \$510.50 | |
| 04 | PEL (Part A, Line 03 times Section 2, Line 15, Column B) | \$907,669 | |
| Utilities Expense Level (UEL) | | | |
| 05 | PUM utilities expense level (UEL) (from Line 26 of form HUD-52722) | | |
| 06 | UEL (Part A, Line 05 times Section 2, Line 15, Column B) | \$0 | |
| Add-Ons | | | |
| 07 | Self-sufficiency | | |
| 08 | Energy loan amortization | | |
| 09 | Payment in lieu of taxes (PILOT) | | |
| 10 | Cost of independent audit | | |
| 11 | Funding for resident participation activities | \$3,675 | |
| 12 | Asset management fee <input type="checkbox"/> Eligible for an Asset Management Fee | \$0 | |
| 13 | Information technology fee | \$3,600 | |
| 14 | Asset repositioning fee | | |
| 15 | Costs attributable to changes in federal law, regulation, or economy | | |
| 16 | Total Add-Ons (Sum of Part A, Lines 07 through 15) | \$7,275 | |
| 17 | Total Formula Expenses (Part A, Line 04 plus Line 06 plus Line 16) | \$914,944 | |
| Part B. Formula Income | | | |
| 01 | PUM formula income | \$579.81 | |
| 02 | PUM change in utility allowances | | |

Operating Subsidy Data Collection Process 2011

- Essential references:
 1. Notice PIH 2011-16, Public Housing Operating Subsidy Calculations for CY 2011
 2. HUD-52723 form instructions available at HUDCLIPS and “Calendar Year 2011 Subsidy Processing webpage”
 3. The Pre-populated data available at “Calendar Year 2011 Subsidy Processing webpage”
 4. “PIC Pre-populated Unit Months Data for the HUD- 52723” memorandum.

Downloading the UEL Excel Tool

- The UEL Excel Tool posted on the web is a zipped file and MUST be downloaded and saved to a location on your computer. For example, the user can create a 'HUD-52722 UEL Excel Folder' and save the Tool to this location.
- The Tool should then be extracted to the same folder. Detailed instructions on extracting from a zipped file are given in the User guide.



Opening the UEL Excel Tool

- For CY 2011 the PHA submissions will be reviewed in the PHA UEL Excel Tool. The Section in red “For Field Office Users Only” is only for Field Office users to certify review and email the forms to FMD.
- Most of the fields on the user interface are disabled until a project is selected.

The screenshot displays the '2011 UEL Excel Tool' window. The title bar includes 'Operating Fund Calculation of Utilities Expense Level PHA-Owned Rental Housing' and 'U.S. Department of Housing and Urban Development Office of Public and Indian Housing'. The main area is divided into sections for data entry and reporting. On the left, there are input fields for 'Sect 1 - #2 Operating Fund Project Number' (a dropdown menu), 'Sect 1 - #4 Unit Change Indicator' (a checkbox labeled 'Yes'), and three numeric input fields for 'Sect 8 - L19 Line 19 - Excess Consumption Surcharges', 'Sect 9 - L23 Line 23 - Energy Rate Reduction', and 'Sect 9 - L25 Line 25 - Eligible Unit Months'. At the bottom left, there are three radio buttons: 'Input Utility Type', 'Edit/Delete Utility Type', and 'View Reports'. On the right side, there is a red-bordered section titled 'For Field Office Users Only' containing a checkbox for 'If you are a Field Office analyst and have completed review of this form, check this box.' and a 'Send Form to HUD' button. Below this is the 'PHA Information' section with fields for 'PHA Name', 'Fiscal Year End', 'ACC No.', 'ROFO', and 'DUNS'. Further down is the 'Reports' section with buttons for 'View Frozen', 'View Flat Rate', 'View Non-Frozen', and 'View Consolidated Report'. To the right of the reports is a 'UEL Value' field showing a dollar sign. At the bottom right, the 'Report Options' section includes 'Print', 'Save UEL Data', and 'Close File' buttons.

Operating Fund Calculation of Utilities Expense Level PHA-Owned Rental Housing

U.S. Department of Housing and Urban Development Office of Public and Indian Housing

2011 UEL Excel Tool

For Field Office Users Only

If you are a Field Office analyst and have completed review of this form, check this box. ☐ **Send Form to HUD**

PHA Information

PHA Name: _____

Fiscal Year End: _____ ACC No: _____

ROFO: _____ DUNS: _____

Reports

UEL Value

View Frozen View Flat Rate View Non-Frozen View Consolidated Report

Report Options

Print Save UEL Data Close File

Sect 1 - #2 Operating Fund Project Number: [Dropdown]

Sect 1 - #4 Unit Change Indicator: ☐ Yes

Sect 8 - L19 Line 19 - Excess Consumption Surcharges: [Input] 0

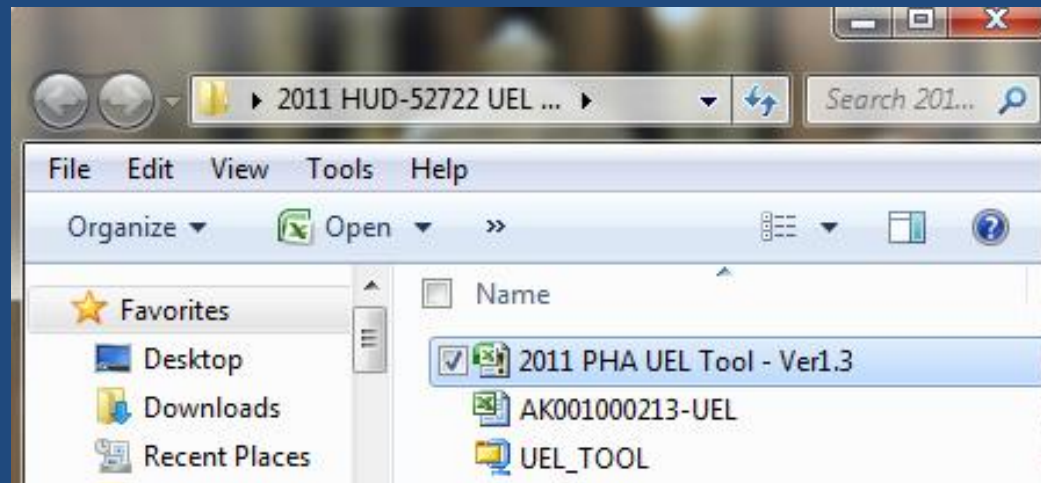
Sect 9 - L23 Line 23 - Energy Rate Reduction: [Input] 0

Sect 9 - L25 Line 25 - Eligible Unit Months: [Input] 0

☐ Input Utility Type ☐ Edit/Delete Utility Type ☐ View Reports

Completing the UEL Excel Tool

- The “Save UEL Data” button MUST be clicked in order to save the workbook as shown in the figure below. Clicking this button periodically while using the Tool will ensure that changes are saved to the workbook for that project.



Completing the UEL Excel Tool

- After clicking on the “Save UEL Data” button, click the “Close File” button to close the Tool.
- In order to begin with a new project the user must once again open the originally downloaded Tool.

The screenshot shows the '2011 UEL Excel Tool' window. The title bar includes 'Operating Fund Calculation of Utilities Expense Level PHA-Owned Rental Housing' and 'U.S. Department of Housing and Urban Development Office of Public and Indian Housing'. The main area is divided into sections for data entry and reporting. On the left, there are input fields for 'Operating Fund Project Number', 'Unit Change Indicator' (with a 'Yes' checkbox), and three line items: 'Line 19 - Excess Consumption Surcharges', 'Line 23 - Energy Rate Reduction', and 'Line 25 - Eligible Unit Months', each with a numeric input field set to 0. At the bottom left are radio buttons for 'Input Utility Type', 'Edit/Delete Utility Type', and 'View Reports'. On the right, there is a 'For Field Office Users Only' section with a checkbox and a 'Send Form to HUD' button. Below that is 'PHA Information' with fields for 'PHA Name', 'Fiscal Year End', 'ACC No.', 'ROFO', and 'DUNS'. Further down is a 'Reports' section with buttons for 'View Frozen', 'View Flat Rate', 'View Non-Frozen', and 'View Consolidated Report'. To the right of the reports is a 'UEL Value' field showing '\$.'. At the bottom right is a 'Report Options' section with buttons for 'Print', 'Save UEL Data', and 'Close File'.

Operating Fund Calculation of Utilities Expense Level PHA-Owned Rental Housing

U.S. Department of Housing and Urban Development Office of Public and Indian Housing

2011 UEL Excel Tool

Sect 1 - #2 Operating Fund Project Number:

Sect 1 - #4 Unit Change Indicator: ☐ Yes

Sect 8 - L19 Line 19 - Excess Consumption Surcharges:

Sect 9 - L23 Line 23 - Energy Rate Reduction:

Sect 9 - L25 Line 25 - Eligible Unit Months:

☐ Input Utility Type ☐ Edit/Delete Utility Type ☐ View Reports

For Field Office Users Only

☐ If you are a Field Office analyst and have completed review of this form, check this box.

PHA Information

PHA Name:

Fiscal Year End: ACC No:

ROFO: DUNS:

Reports

UEL Value

Report Options

Main User Interface Screen

- The main user interface screen is where the project is selected and general information is entered.
- The main screen also allows editing/ deleting of records. Once the project is selected the data input fields are enabled.

The screenshot displays the '2011 UEL Excel Tool' interface. The title bar indicates it is from the 'U.S. Department of Housing and Urban Development, Office of Public and Indian Housing'. The main window is divided into several sections:

- Operating Fund Calculation of Utilities Expense Level PHA-Owned Rental Housing**: This section contains a list of input fields on the left, including 'Sect 1 - #2 Operating Fund Project Number:', 'Sect 1 - #4 Unit Change Indicator:', 'Sect 8 - L19 Line 19 - Excess Consumption Surcharge:', 'Sect 9 - L23 Line 23 - Energy Rate Reduction:', and 'Sect 9 - L25 Line 25 - Eligible Unit Months:'. A dropdown menu is open for the 'Unit Change Indicator' field, showing a list of project numbers: AK001000213, AK001000216, AK001000244, AK001000247, AK001000257, AK001000260, AK001000263, and AK001000265.
- For Field Office Users Only**: This section includes a checkbox labeled 'If you are a Field Office analyst and have completed review of this form, check this box.' and a 'Send Form to HUD' button.
- PHA Information**: This section contains fields for 'PHA Name:', 'Fiscal Year End:', 'ACC No:', 'ROFO:', and 'DUNS:'.
- Reports**: This section includes three buttons: 'View Frozen', 'View Flat Rate', and 'View Non-Frozen'.
- UEL Value**: This section displays the 'UEL Value' as '\$.'.
- Report Options**: This section includes three buttons: 'Print', 'Save UEL Data', and 'Close File'.

At the bottom of the window, there are three radio buttons: 'Input Utility Type', 'Edit/Delete Utility Type', and 'View Reports'.

Main user Interface Screen - Selecting the project number

Operating Fund
Calculation of Utilities Expense Level
PHA-Owned Rental Housing

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

2011 UEL Excel Tool

Sect 1 - #2 Operating Fund Project Number:

Sect 1 - #4 Unit Change Indicator: ☐ Yes

Sect 8 - L19 Line 19 - Excess Consumption Surcharges:

Sect 9 - L23 Line 23 - Energy Rate Reduction:

Sect 9 - L25 Line 25 - Eligible Unit Months:

☐ Input Utility Type ☐ Edit/Delete Utility Type ☐ View Reports

For Field Office Users Only

☐ If you are a Field Office analyst and have completed review of this form, check this box.

PHA Information

PHA Name: Alaska Housing Finance Corporation
Fiscal Year End: 06/30 ACC No: SF-210
ROFO: 1001 DUNS: 101930000

Reports

UEL Value

\$.

Report Options

Main screen, Section 1, Section 8 and Section 9

Operating Fund
Calculation of Utilities Expense Level
PHA-Owned Rental Housing

2011 UEL Excel Tool

U.S. Department of Housing and
Urban Development
Office of Public and Indian Housing

For Field Office Users Only

☐ If you are a Field Office analyst
and have completed review of
this form, check this box.

Send
Form to
HUD

Sect 1 - #2 Operating Fund Project Number: AK001000213

Sect 1 - #4 Unit Change Indicator: ☐ Yes

Sect 8 - L19 Line 19 - Excess Consumption Surcharges: 0

Sect 9 - L23 Line 23 - Energy Rate Reduction: 0

Sect 9 - L25 Line 25 - Eligible Unit Months: 0

☐ Input Utility Type ☐ Edit/Delete Utility Type ☒ View Reports

PHA Information

PHA Name: Alaska Housing Finance Corporation

Fiscal Year End: 06/30 ACC No: SF-210

ROFO: 1001 DUNS: 101930000

Reports

View Frozen

View Flat Rate

View Non-Frozen

View Consolidated Report

UEL Value
\$.

Report Options

Print

Save UEL Data

Close File

Checking the “Input Utility Type” Incentive Type

2011 UEL Excel Tool

Sect 1 - #2 Operating Fund Project Number:

Sect 1 - #4 Unit Change Indicator: ☐ Yes

Sect 8 - L19 Line 19 - Excess Consumption Surcharges:

Sect 9 - L23 Line 23 - Energy Rate Reduction:

Sect 9 - L25 Line 25 - Eligible Unit Months:

☒ **Input Utility Type** ☐ Edit/Delete Utility Type ☐ View Reports

For Field Office Users Only

☐ If you are a Field Office analyst and have completed review of this form, check this box.

PHA Information

PHA Name: Alaska Housing Finance Corporation

Fiscal Year End: 06/30 ACC No: SF-210

ROFO: 1001 DUNS: 101930000

Reports

UEL Value

\$.

Additional Fields become visible when “Input Utility Type” is selected

Sect 1 - #2 Operating Fund Project Number: AK001000213

Sect 1 - #4 Unit Change Indicator: ☐ Yes

Sect 8 - L19 Line 19 - Excess Consumption Surcharges: 0

Sect 9 - L23 Line 23 - Energy Rate Reduction: 0

Sect 9 - L25 Line 25 - Eligible Unit Months: 0

☒ Input Utility Type ☐ Edit/Delete Utility Type ☐ View Reports

Select Incentive ☐ Non-Frozen ☐ Frozen ☐ Flat Rate

Select Utility Type:

Select Units of Consumption:

01|Actual Consumption (12-month period 7/1/2009 to 6/30/2010)

02|Rolling base year 1 - actual consumption (12-month period 7/1/2008 to 6/30/2009)

03|Rolling base year 2 - actual consumption (12-month period 7/1/2007 to 6/30/2008)

04|Rolling base year 3 - actual consumption (12-month period 7/1/2006 to 6/30/2007)

07|Actual consumption for new units

14|Annualization of consumption for new units

16|Actual utility costs (12-month period 7/1/2009 to 6/30/2010)

Add Comment

PHA Information

PHA Name: Alaska Housing Finance Corporation

Fiscal Year End: 06/30 ACC No: SF-210

ROFO: 1001 DUNS: 101930000

Reports

View Frozen

View Flat Rate

View Non-Frozen

View Consolidated Report

UEL Value

\$.

Report Options

Print

Save UEL Data

Close File

0

0

0

0

0

0

0

0

Save

Navigation Buttons

- **Buttons Used When Data Is Entered For Each Incentive Type**
 - Add Comment, Save
- **“Reports” Buttons**
 - View Frozen, View Flat-Rate, View Non-Frozen & View Consolidated Report
- **“Report Options” Buttons**
 - Print, Save UEL Data, Close File

Note: 1. User must close the file using the “Close File” button.

2. “Save” button is used to save the input data. “Save Changes” gets activated in the edit mode and is used to save edited data. “Save UEL Data” saves all changes to the workbook and must be checked periodically to save all data.

Editing / deleting an incentive/ utility type

Buttons used when incentive/ utility type data is being edited

☐ Input Utility Type ☒ Edit/Delete Utility Type ☐ View Reports

Select Incentive ☐ Non-Frozen ☒ Frozen ☐ Flat Rate

Select Utility Type: Electricity

Select Units of Consumption: Kilowatt Hours (KWH)

| | |
|---|---------|
| 01 Actual Consumption (12-month period 7/1/2009 to 6/30/2010) | 20,000 |
| 02 Rolling base year 1 - actual consumption | 30,000 |
| 03 Rolling base year 2 - actual consumption | 30,000 |
| 04 Rolling base year 3 - actual consumption | 30,000 |
| 07 Actual consumption for new units | |
| 14 Annualization of consumption for new units | |
| 16 Actual utility costs (12-month period 7/1/2009 to 6/30/2010) | \$1,200 |

Report Options: Print Save UEL Data Close File

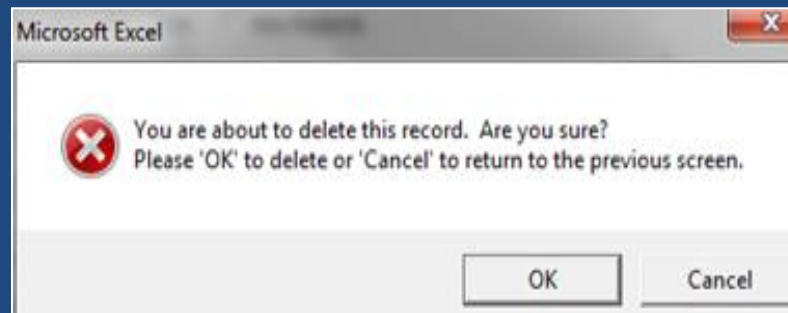
Buttons: Delete Save Changes Previous Next

Record 2 of 3

Add Comment: Actual Consumption has changed.

Editing / deleting an incentive/ utility type

- “Delete” button is activated in the edit mode and clicking on it will **delete all the data pertaining to a particular incentive / utility type record.**
- When the “Delete” button is clicked, a message appears, warning the user that the record will be deleted



- The “Save Changes” button gets activated in the edit mode and its functionality is to update and save the edited information only. It will not save other changes in the workbook.

Incentive Type Screens

There are three Incentive Type Buttons available on the top right hand corner of the main screen

View Frozen

View Flat Rate

View Non-Frozen

“Frozen” selected as incentive type

The screenshot shows a software interface for utility management. At the top, there are three radio buttons: "Input Utility Type" (selected), "Edit/Delete Utility Type", and "View Reports". Below these, there are three radio buttons for "Select Incentive": "Non-Frozen", "Frozen" (selected), and "Flat Rate". A red box highlights the "Select Utility Type" dropdown menu, which is set to "Water and Sewer (if combined)", and the "Select Units of Consumption" dropdown menu, which is set to "Gallons". To the right, there is a "Report Options" section with buttons for "Print" and "Save UEL Data". Below this, a table of utility lines is shown, with a red box highlighting the values for lines 01 through 07. The values are: 10,000 for line 01, 20,000 for line 02, 20,000 for line 03, 20,000 for line 04, 0 for line 07, 0 for line 14, and \$1,200 for line 16. At the bottom left, there is an "Add Comment" button, and at the bottom right, there is a "Save" button highlighted with a red box.

| Line | Description | Value |
|------|--|---------|
| 01 | Actual Consumption (12-month period 7/1/2009 to 6/30/2010) | 10,000 |
| 02 | Rolling base year 1 - actual consumption | 20,000 |
| 03 | Rolling base year 2 - actual consumption | 20,000 |
| 04 | Rolling base year 3 - actual consumption | 20,000 |
| 07 | Actual consumption for new units | 0 |
| 14 | Annualization of consumption for new units | 0 |
| 16 | Actual utility costs (12-month period 7/1/2009 to 6/30/2010) | \$1,200 |

Note: The data entered on Line 2 “Rolling base year 1” will be replicated on Lines 3 and 4

“Frozen” Screen

Clicking on the “View Frozen” button under “Reports” navigates the user to the “Frozen” screen. The utility type and units of consumption entered on the main screen for the “Frozen” incentive type are pre-populated on the “Frozen” screen.

| | | | | | | | |
|---|--|---|---|--------------------------------------|---|---|-------|
| Operating Fund | | U.S. Department of Housing and Urban Development | | Return To Input Form | | | |
| Calculation of Utilities Expense Level | | Frozen | | | | | |
| PHA-Owned Rental Housing | | Office of Public and Indian Housing | | | | | |
| <p>Public Reporting Burden for this collection of information is estimated to average .75 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 546 of the U.S. Housing Act of 1937, as amended, and by 24 CFR Part 980.90(b)(2)(iv). HUD is also a participant in the collection of information as a condition of awarding a contract to a PHA. The Operating Fund determines the amount of operating subsidy to be paid to PHAs. PHAs provide information on the Project Expense Level (PEL), (Other Expense Level (OEL), Other Funds Expense (OFE) and Funds Income - the other Operating Fund components. HUD reviews the information to determine each PHA's Funds Report and the funds to be allocated for the period each PHA is paid on the appropriation by Congress. HUD also uses the information as the basis for reporting annual appropriations from Congress. Responses to the collection of information are required to obtain a benefit. The information reported does not lose if it is confidential.</p> | | | | | | | |
| Section 1 - General Information | | | | | | | |
| 1. Name of Public Housing Agency: Alaska Housing Finance Corporation | | 2. Funding Period: 07/1/2009 to 06/30/2010 | | 3. Type of Submission: Original | | | |
| 4. Unit Change Indicator: | | 5. Frozen Rolling Base: TRUE | | 6. Rate Reduction Incentive: | | | |
| 7. ACC Number: SF-210 | | 8. Operating Fund Project AK001000213 | | 9. Fiscal Year End: 39994 | | | |
| 10. ROFO Code (HUD Use Only): 1001 | | 11. DUNS Number: 101930000 | | | | | |
| Line No. | Description | Select Utility Types | | | | | Total |
| | | Water and Sewer (if combined) | | | | | |
| A | B | C | D | E | F | G | H |
| Section 2 - Current consumption Level | | | | | | | |
| 01 | Actual Consumption (12-month period 7/1/2009 to 6/30/2010) | 10,000 | | | | | |
| 01a | Unit of consumption (e.g., gallons, kWh, therms) | Gallons | | | | | |

"Frozen" Screen (Cont'd)

| | | | | | | | | |
|---|--|--------|---------------|---------------------------------------|--|--|--------------------------------------|--------------------------------------|
| Operating Fund | | | | U.S. Department of Housing and | | | | Return To Input Form |
| Calculation of Utilities Expense Level | | | Frozen | Urban Development | | | | |
| PHA-Owned Rental Housing | | | | Office of Public and Indian Housing | | | | |
| Section 3 - Rolling Base consumption Level | | | | | | | | |
| 02 | Rolling base year 1 - actual consumption (12-month period 7/1/2008 to 6/30/2009) | 20,000 | | | | | | |
| 03 | Rolling base year 2 - actual consumption (12-month period 7/1/2007 to 6/30/2008) | 20,000 | | | | | | |
| 04 | Rolling base year 3 - actual consumption (12-month period 7/1/2006 to 6/30/2007) | 20,000 | | | | | | |
| 05 | Total Consumption during 3-year Rolling Base period (Lines 02 + 03 + 04) | 60,000 | | | | | | |
| | | | | | | | Operating Fund Project Number | |
| | | | | | | | AK001000213 | |
| 06 | Average rolling base consumption (Line 05 ÷ 3) | 20,000 | | | | | | |
| 07 | Actual consumption for new units | | | | | | | |
| 08 | Rolling Base Consumption (Line 06 + 07) | 20,000 | | | | | | |
| Section 4 - Base Consumption | | | | | | | | |
| 09 | Base Consumption (lesser of Line 01 or 08) | 20,000 | | | | | | |

“Frozen” Screen (Cont’d)

| Section 5 - Utility Consumption Incentive | | | | | | | | |
|---|---|----------|--|--|--|--|--|--|
| 10 | Actual consumption > rolling base (If Line 01 is greater than Line 08, enter the difference as positive; if not, enter 0) | | | | | | | |
| 11 | Actual consumption < rolling base (If Line 01 is less than Line 08, enter the difference as positive; if not, enter 0) | | | | | | | |
| 12 | 75%/25% Split (Line 10 x 0.25) | | | | | | | |
| 13 | 75%/25% Split (Line 11 x 0.75) | | | | | | | |
| Section 6 - Payable Consumption | | | | | | | | |
| 14 | Annualization of consumption for new units | | | | | | | |
| 15 | Payable consumption (Sum of Line 09, Line 12, Line 13, and Line 14) | 20,000 | | | | | | |
| Section 7 - Actual Utility Costs and Average Rate | | | | | | | | |
| 16 | Actual utility costs (12-month period 7/1/2009 to 6/30/2010) | \$1,200 | | | | | | |
| 17 | Actual average utility rate (Line 16 ÷ Line 01) | \$0.1200 | | | | | | |
| Section 8 - Base Utilities and Inflation/Deflation Factor | | | | | | | | |

“Flat Rate”

Flat Rate selected as incentive type

The screenshot shows a software window with the following elements:

- Input Utility Type** (selected), **Edit/Delete Utility Type**, **View Reports**
- Select Incentive**: ☐ Non-Frozen, ☐ Frozen, ☒ Flat Rate
- Select Utility Type**: Gas (dropdown menu)
- Select Units of Consumption**
- Report Options**: , ,
- 01|Actual Consumption (12-month period 7/1/2009 to 6/30/2010)**: 0
- 02|Rolling base year 1 - actual consumption (12-month period 7/1/2008 to 6/30/2009)**: 0
- 03|Rolling base year 2 - actual consumption (12-month period 7/1/2007 to 6/30/2008)**: 0
- 04|Rolling base year 3 - actual consumption (12-month period 7/1/2006 to 6/30/2007)**: 0
- 07|Actual consumption for new units**: 0
- 14|Annualization of consumption for new units**: 0
- 16|Actual utility costs (12-month period 7/1/2009 to 6/30/2010)**: \$2,000
- Add Comment** (button)
- Save** (button)

“Flat Rate” Screen (Cont’d)

Clicking on the “View Flat Rate” button under “Reports” navigates the user to the “Flat Rate” screen. The utility type entered on the main screen for the “Flat Rate” incentive type is pre-populated on the “Flat Rate” screen.

| | | | | | | | | |
|---|--|---|-----------|-------------------------------------|-----------|------------------------------------|-----------|-------|
| Operating Fund | | | | U.S. Department of Housing and | | Return To Input Form | | |
| Calculation of Utilities Expense Level | | Flat Rate | | Urban Development | | | | |
| PHA-Owned Rental Housing | | | | Office of Public and Indian Housing | | | | |
| <small>Public Reporting Burden for this collection of information is estimated to average .75 hours per response, including the time for reviewing instructions, researching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 9(a) of the U.S. Housing Act of 1937, as amended, and by 24 CFR Part 990 HUD regulations. HUD makes payments for the operation and maintenance of low-income housing projects to PHAs. The Operating Fund determines the amount of operating subsidy to be paid to PHAs. PHAs provide information on the Project Expense Level (PEL), Utility Expense Level (UEL), Other Formula Expense (Address) and Formula Income - the major Operating Fund components. HUD reviews the information to determine each PHA's Formula Amount and the funds to be obligated for the period for each PHA based on the appropriation by Congress. HUD also uses the information as the basis for reporting annual appropriations from Congress. Responses to the collection of information are required to obtain a benefit. The information reported does not have to be confidential.</small> | | | | | | | | |
| Section 1 - General Information | | | | | | | | |
| 1. Name of Public Housing Agency: Alaska Housing Finance Corporation | | 2. Funding Period: 07/1/2009 to 06/30/2010 | | 3. Type of Submission: Original | | 4. Unit Change Indicator: | | |
| | | | | | | 5. Frozen Rolling Base: FALSE | | |
| 6. Rate Reduction Incentive: | | | | | | | | |
| 7. ACC Number: SF-210 | | 8. Operating Fund Project AK001000213 | | 9. Fiscal Year End: 39994 | | 10. ROFO Code (HUD Use Only): 1001 | | |
| | | | | | | 11. DUNS Number: 101930000 | | |
| Line No. | Description | Select Utility Types | | | | | | Total |
| | | Gas | | | | | | |
| A | B | C | D | E | F | G | H | I |
| Section 2 - Current consumption Level | | | | | | | | |
| 01 | Actual Consumption (12-month period 7/1/2009 to 6/30/2010) | Flat Rate | Flat Rate | Flat Rate | Flat Rate | Flat Rate | Flat Rate | |
| 01a | Unit of consumption (e.g., gallons, kWh, therms) | Flat Rate | Flat Rate | Flat Rate | Flat Rate | Flat Rate | Flat Rate | |

“Flat Rate” Screen (Cont’d)

| | | | | | | | |
|---|--|------------------|-----------|-------------------------------------|-----------|---|--|
| Operating Fund | | | | U.S. Department of Housing and | | Return To Input Form | |
| Calculation of Utilities Expense Level | | Flat Rate | | Urban Development | | | |
| PHA-Owned Rental Housing | | | | Office of Public and Indian Housing | | | |
| Section 3 - Rolling Base consumption Level | | | | | | | |
| 02 | Rolling base year 1 - actual consumption (12-month period 7/1/2008 to 6/30/2009) | Flat Rate | Flat Rate | Flat Rate | Flat Rate | Flat Rate | |
| 03 | Rolling base year 2 - actual consumption (12-month period 7/1/2007 to 6/30/2008) | Flat Rate | Flat Rate | Flat Rate | Flat Rate | Flat Rate | |
| 04 | Rolling base year 3 - actual consumption (12-month period 7/1/2006 to 6/30/2007) | Flat Rate | Flat Rate | Flat Rate | Flat Rate | Flat Rate | |
| 05 | Total Consumption during 3-year Rolling Base period (Lines 02 + 03 + 04) | Flat Rate | Flat Rate | Flat Rate | Flat Rate | Flat Rate | |
| | | | | | | Operating Fund Project Number AK001000213 | |
| 06 | Average rolling base consumption (Line 05 ÷ 3) | Flat Rate | Flat Rate | Flat Rate | Flat Rate | Flat Rate | |
| 07 | Actual consumption for new units | Flat Rate | Flat Rate | Flat Rate | Flat Rate | Flat Rate | |
| 08 | Rolling Base Consumption (Line 06 + 07) | Flat Rate | Flat Rate | Flat Rate | Flat Rate | Flat Rate | |
| Section 4 - Base Consumption | | | | | | | |
| 09 | Base Consumption (lesser of Line 01 or 08) | Flat Rate | Flat Rate | Flat Rate | Flat Rate | Flat Rate | |

“Flat Rate” Screen (Cont’d)

| Section 5 - Utility Consumption Incentive | | | | | | | |
|---|---|-----------|-----------|-----------|-----------|-----------|-----------|
| 10 | Actual consumption > rolling base (If Line 01 is greater than Line 08, enter the difference as positive; if not, enter 0) | Flat Rate | Flat Rate | Flat Rate | Flat Rate | Flat Rate | Flat Rate |
| 11 | Actual consumption < rolling base (If Line 01 is less than Line 08, enter the difference as positive; if not, enter 0) | Flat Rate | Flat Rate | Flat Rate | Flat Rate | Flat Rate | Flat Rate |
| 12 | 75%/25% Split (Line 10 x 0.25) | Flat Rate | Flat Rate | Flat Rate | Flat Rate | Flat Rate | Flat Rate |
| 13 | 75%/25% Split (Line 11 x 0.75) | Flat Rate | Flat Rate | Flat Rate | Flat Rate | Flat Rate | Flat Rate |
| Section 6 - Payable Consumption | | | | | | | |
| 14 | Annualization of consumption for new units | Flat Rate | Flat Rate | Flat Rate | Flat Rate | Flat Rate | Flat Rate |
| 15 | Payable consumption (Sum of Line 09, Line 12, Line 13, and Line 14) | Flat Rate | Flat Rate | Flat Rate | Flat Rate | Flat Rate | Flat Rate |
| Section 7 - Actual Utility Costs and Average Rate | | | | | | | |
| 16 | Actual utility costs (12-month period 7/1/2009 to 6/30/2010) | \$2,000 | | | | | |
| 17 | Actual average utility rate (Line 16 ÷ Line 01) | Flat Rate | Flat Rate | Flat Rate | Flat Rate | Flat Rate | Flat Rate |
| Section 8 - Base Utilities and Inflation/Deflation Factor | | | | | | | |

The amount entered on line 16 “Actual utility cost”.

“Non-Frozen”

Non-Frozen selected as incentive type

☒ Input Utility Type ☐ Edit/Delete Utility Type ☐ View Reports

Select Incentive ☒ Non-Frozen ☐ Frozen ☐ Flat Rate

Select Utility Type: Fuel Oil
Select Units of Consumption: Gallons

Report Options: Print Save UEL Data Close File

01|Actual Consumption (12-month period 7/1/2009 to 6/30/2010) 10,000
02|Rolling base year 1 - actual consumption (12-month period 7/1/2008 to 6/30/2009) 20,000
03|Rolling base year 2 - actual consumption (12-month period 7/1/2007 to 6/30/2008) 30,000
04|Rolling base year 3 - actual consumption (12-month period 7/1/2006 to 6/30/2007) 40,000
07|Actual consumption for new units 0
14|Annualization of consumption for new units 0
16|Actual utility costs (12-month period 7/1/2009 to 6/30/2010) \$1,500

Add Comment Save

“Non-Frozen” Screen

Clicking on the “View Non-Frozen” button under “Reports” navigates the user to the “Non-Frozen” screen. The utility type and units of consumption entered on the main screen for the “Non-Frozen” incentive type are pre-populated on the “Non-Frozen” screen.

| Operating Fund | | | U.S. Department of Housing and Urban Development | | Return To Input Form | | | |
|---|--|---|--|------------------------------------|----------------------|----------------------------------|---|-------|
| Calculation of Utilities Expense Level | | | Non-Frozen | | | | | |
| PHA-Owned Rental Housing | | | Office of Public and Indian Housing | | | | | |
| <p>Public Reporting Burden: For this collection of information it is estimated to average .75 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Your agency may not collect this information, and persons are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 741 of the U.S. Housing Act of 1937, as amended, and by 24 CFR Part 960 HUD regulations. HUD is also a symbol for the agencies and individuals who have been identified as PHAs. The Operating Fund determines the amount of appropriations to be made to PHAs. PHAs provide information on the Project Expense Level (PEL), Utility Expense Level (UEL), Other Formula Expense (AFHE) and Formula Income to the major Operating Fund components. HUD reviews the information to determine each PHA's Formula Amount and the funds to be obligated for the period for each PHA based on the appropriations by Congress. HUD also uses the information as the basis for requesting annual appropriations from Congress. Responses to the collection of information are required to obtain a benefit. The information requested does not have a confidentiality.</p> | | | | | | | | |
| Section 1 - General Information | | | | | | | | |
| 1. Name of Public Housing Agency: Alaska Housing Finance Corporation | | 2. Funding Period: 07/1/2009 to 06/30/2010 | | 3. Type of Submission: Original | | 4. Unit Change Indicator: | | |
| 7. ACC Number: SF-210 | | 8. Operating Fund Project AK001000213 | | 9. Fiscal Year End: 39994 | | 5. Frozen Rolling Base: FALSE | | |
| | | | | 10. ROFO Code (HUD Use Only): 1001 | | 6. Rate Reduction Incentive: | | |
| | | | | | | 11. DUNS Number: 101930000 | | |
| Line No. | Description | Select Utility Types | | | | | | Total |
| | | Fuel Oil | | | | | | |
| A | B | C | D | E | F | G | H | I |
| Section 2 - Current consumption Level | | | | | | | | |
| 01 | Actual Consumption (12-month period 7/1/2009 to 6/30/2010) | 10,000 | | | | | | |
| 01a | Unit of consumption (e.g., gallons, kWh, therms) | Gallons | | | | | | |

Figure 5.17: “Non-Frozen” Screen

“Non-Frozen” Screen (Cont’d)

| | | | | | | | | |
|---|--|--------|-------------------|--|-------------------------------------|--|--------------------------------------|--|
| Operating Fund | | | | | U.S. Department of Housing and | | Return To Input Form | |
| Calculation of Utilities Expense Level | | | Non-Frozen | | Urban Development | | | |
| PHA-Owned Rental Housing | | | | | Office of Public and Indian Housing | | | |
| Section 3 - Rolling Base consumption Level | | | | | | | | |
| 02 | Rolling base year 1 - actual consumption (12-month period 7/1/2008 to 6/30/2009) | 20,000 | | | | | | |
| 03 | Rolling base year 2 - actual consumption (12-month period 7/1/2007 to 6/30/2008) | 30,000 | | | | | | |
| 04 | Rolling base year 3 - actual consumption (12-month period 7/1/2006 to 6/30/2007) | 40,000 | | | | | | |
| 05 | Total Consumption during 3-year Rolling Base period (Lines 02 + 03 + 04) | 90,000 | | | | | | |
| | | | | | | | Operating Fund Project Number | |
| | | | | | | | AK001000213 | |
| 06 | Average rolling base consumption (Line 05 ÷ 3) | 30,000 | | | | | | |
| 07 | Actual consumption for new units | | | | | | | |
| 08 | Rolling Base Consumption (Line 06 + 07) | 30,000 | | | | | | |
| Section 4 - Base Consumption | | | | | | | | |
| 09 | Base Consumption (lesser of Line 01 or 08) | 10,000 | | | | | | |

“Non-Frozen” Screen (Cont’d)

| Section 5 - Utility Consumption Incentive | | | | | | | |
|---|---|----------|--|--|--|--|--|
| 10 | Actual consumption > rolling base (If Line 01 is greater than Line 08, enter the difference as positive; if not, enter 0) | | | | | | |
| 11 | Actual consumption < rolling base (If Line 01 is less than Line 08, enter the difference as positive; if not, enter 0) | 20,000 | | | | | |
| 12 | 75%/25% Split (Line 10 x 0.25) | | | | | | |
| 13 | 75%/25% Split (Line 11 x 0.75) | 15,000 | | | | | |
| Section 6 - Payable Consumption | | | | | | | |
| 14 | Annualization of consumption for new units | | | | | | |
| 15 | Payable consumption (Sum of Line 09, Line 12, Line 13, and Line 14) | 25,000 | | | | | |
| Section 7 - Actual Utility Costs and Average Rate | | | | | | | |
| 16 | Actual utility costs (12-month period 7/1/2009 to 6/30/2010) | \$1,500 | | | | | |
| 17 | Actual average utility rate (Line 16 ÷ Line 01) | \$0.1500 | | | | | |
| Section 8 - Base Utilities and Inflation/Deflation Factor | | | | | | | |

Utility Expense Level

“Consolidated Report” Screen – Calculation of UEL

| | | | | | | | | |
|---|---|----------------------|----------------------------------|-----------|---|---|---|---|
| 1. Name of Public Housing Agency: Alaska Housing Finance Corporation | | Return To Input Form | | | | | | |
| 8. Operating Fund AK001000213 | | Print Form | | | | | | |
| Consolidated Report | | | | | | | | |
| | Utility Type | Fuel Oil | Water and Sewer (if combined) | Gas | | | | |
| A | B | C | D | E | F | G | H | I |
| Section 2 - Current consumption Level | | | | | | | | |
| 01 | Actual Consumption (12-month period 7/1/2009 to 6/30/2010) | 10,000 | 10,000 | Flat Rate | | | | |
| 01a | Unit of consumption (e.g., gallons, kWh, therms) | Gallons | Gallons | Flat Rate | | | | |
| Section 3 - Rolling Base consumption Level | | | | | | | | |
| 02 | Rolling base year 1 - actual consumption (12-month period 7/1/2008 to 6/30/2009) | 20,000 | 20,000 | Flat Rate | | | | |
| 03 | Rolling base year 2 - actual consumption (12-month period 7/1/2007 to 6/30/2008) | 30,000 | 20,000 | Flat Rate | | | | |
| 04 | Rolling base year 3 - actual consumption (12-month period 7/1/2006 to 6/30/2007) | 40,000 | 20,000 | Flat Rate | | | | |
| 05 | Total Consumption during 3-year Rolling Base period (Lines 02 + 03 + 04) | 90,000 | 60,000 | Flat Rate | | | | |

“View Consolidated” button should be clicked on the main screen in order to view the calculation of UEL. The ‘Consolidated Report’ screen displays a summary of all the incentive types.

Utility Expense Level (Cont'd)

| Consolidated Report | | | | | | | |
|---|---|----------|----------|-----------|--|--|----------|
| 06 | Average rolling base consumption (Line 05 + 3) | 30,000 | 20,000 | Fiat Rate | | | |
| 07 | Actual consumption for new units | | | Fiat Rate | | | |
| 08 | Rolling Base Consumption (Line 06 + 07) | 30,000 | 20,000 | Fiat Rate | | | |
| Section 4 - Base Consumption | | | | | | | |
| 09 | Base Consumption (lesser of Line 01 or 08) | 10,000 | 20,000 | Fiat Rate | | | |
| Section 5 - Utility Consumption Incentive | | | | | | | |
| 10 | Actual consumption > rolling base (If Line 01 is greater than Line 08, enter the difference as positive; if not, enter 0) | | | Fiat Rate | | | |
| 11 | Actual consumption < rolling base (If Line 01 is less than Line 08, enter the difference as positive; if not, enter 0) | 20,000 | | Fiat Rate | | | |
| 12 | 75%/25% Split (Line 10 x 0.25) | | | Fiat Rate | | | |
| 13 | 75%/25% Split (Line 11 x 0.75) | 15,000 | | Fiat Rate | | | |
| Section 6 - Payable Consumption | | | | | | | |
| 14 | Annualization of consumption for new units | | | Fiat Rate | | | |
| 15 | Payable consumption (Sum of Line 09, Line 12, Line 13, and Line 14) | 25,000 | 20,000 | Fiat Rate | | | |
| Section 7 - Actual Utility Costs and Average Rate | | | | | | | |
| 16 | Actual utility costs (12-month period 7/1/2009 to 6/30/2010) | \$1,500 | \$1,200 | \$2,000 | | | |
| 17 | Actual average utility rate (Line 16 ÷ Line 01) | \$0.1500 | \$0.1200 | Fiat Rate | | | |
| Section 8 - Base Utilities and Inflation/Deflation Factor | | | | | | | |
| 18 | Base utilities expense level - whole dollars (Line 15 x Line 17) | \$3,750 | \$2,400 | \$2,000 | | | \$8,150 |
| 19 | Surcharges for excess consumption of PHA-supplied utilities (12-month period 7/1/2009 to 6/30/2010) - whole dollars | | | | | | \$10,000 |
| | | | | | Operating Fund Project Number AK001000213 | | |

Utility Expense Level (Cont'd)

| | | | | | | | Operating Fund Project Number AK001000213 |
|--|---|--|--|--|--|--|--|
| 20 | Base Utilities expense level minus surcharges (Line 18 minus Line 19) | | | | | | -\$1,850 |
| 21 | Utilities inflation/deflation factor | | | | | | 0.9428 |
| Section 9 - Calculation of Utilities Expense Level | | | | | | | |
| 22 | Utilities expense level adjusted for inflation/deflation - whole dollars (Line 20 x Line 21) | | | | | | -\$1,744 |
| 23 | Energy rate incentive | | | | | | \$12,000 |
| 24 | Utilities expense level - whole dollars (Line 22 + Line 23) | | | | | | \$10,256 |
| 25 | Eligible unit months (from the original form HUD-52723, Column B, Line 15 plus Line 17 minus Line 04) | | | | | | 5,000 |
| 26 | Utilities Expense Level - PUM (Line 24 + Line 25) | | | | | | \$2.05 |

After the user has verified the data in the consolidated worksheet, the final UEL amount on the consolidated report should match the amount on the main user screen.

Utility Expense Level (Cont'd)

Main user interface screen – Calculated UEL

| Operating Fund Calculation of Utilities Expense Level PHA-Owned Rental Housing | | U.S. Department of Housing and Urban Development Office of Public and Indian Housing | |
|--|--|--|--|
| 2011 UEL Excel Tool | | | |
| Sect 1 - #2 Operating Fund Project Number: | | <input type="text" value="AK001000213"/> | |
| Sect 1 - #4 Unit Change Indicator: | | <input type="checkbox"/> Yes | |
| Sect 8 - L19 Line 19 - Excess Consumption Surcharges: | | <input type="text" value="\$10,000"/> | |
| Sect 9 - L23 Line 23 - Energy Rate Reduction: | | <input type="text" value="\$12,000"/> | |
| Sect 9 - L25 Line 25 - Eligible Unit Months: | | <input type="text" value="5,000"/> | |
| <input type="radio"/> Input Utility Type | | <input type="radio"/> Edit/Delete Utility Type | |
| <input checked="" type="radio"/> View Reports | | | |
| | | For Field Office Users Only | |
| | | <input type="checkbox"/> If you are a Field Office analyst and have completed review of this form, check this box. | |
| | | <input type="button" value="Send Form to HUD"/> | |
| | | PHA Information | |
| | | PHA Name: Alaska Housing Finance Corporation | |
| | | Fiscal Year End: 06/30 ACC No: SF-210 | |
| | | ROFO: 1001 DUNS: 101930000 | |
| | | Reports | |
| | | <input type="button" value="View Frozen"/> | |
| | | <input type="button" value="View Flat Rate"/> | |
| | | <input type="button" value="View Non-Frozen"/> | |
| | | <input type="button" value="View Consolidated Report"/> | |
| | | UEL Value | |
| | | \$2.05 | |

If you have additional questions or comments,
they may be submitted to your local HUD Field
Office

END